

## Extra resource: **Sample job description for the chair**



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The **Trustee toolkit** includes a number of 'extra resources' providing you with practical tools to help you transfer the learning to your own scheme or to illustrate key learning points.

This extra resource is a sample Trustee chair job description.

This is a sample form to help you embed the learning. It is not intended to be a definitive way of complying with your trustee duties under the Pensions Act 2008 and the regulations made under the Act. The Pensions Regulator cannot provide a definitive interpretation of the law; only the courts can do this. If you have any doubts of your legal rights or obligations please seek legal advice.

# Extra resource: Sample job description for the chair

We have created a sample job description for the chair of the **Olympic Insurance pension scheme**.

## Olympic Insurance pension scheme

**Role description:** Chair of trustee board and of sub-committees. The job description for a trustee applies fully to the chair in his/her role as trustee. The role description for a chair sets out the duties of the chair which are additional to his/her duties and responsibilities as a trustee.

**Purpose of role:** To provide leadership and direction to the trustees of the scheme (or members of sub-committees), as they carry out their duties and responsibilities.

A chair, with the assistance of the scheme secretary or others, as appropriate, should:

- arrange meetings of sufficient frequency to manage the business of the scheme
- approve the agenda, the draft minutes of the previous meeting and all trustee papers for distribution to the trustee members in good time before each meeting
- take steps to ensure that actions arising from trustee meetings are logged, attributed and monitored and that decisions are properly recorded
- prepare for, attend and chair trustee meetings, ensuring that internal and external requirements for the conduct of meetings are observed, timetables are adhered to, all trustees are encouraged to participate, no trustee is permitted to indulge in time wasting discussion and that confidentiality is respected
- ensure that the trustees have appropriate professional advice and sufficient information on all relevant matters to make properly informed decisions
- ensure that the trustees receive adequate reports which enable them to assess all aspects of the scheme's operations
- arrange for the trustees to remain fully informed about the employer (DB and DC) and the strength of the employer covenant (DB only)
- arrange for the induction of new trustees in order that they are prepared to participate in decision making as soon as is necessary (possibly by learning in advance of appointment)
- evaluate the performance of the trustees regularly (eg annually), assist them in preparing a learning needs analysis and take steps to ensure that they can fulfil their learning requirements
- see that the scheme's sub-committees carry out their work in accordance with agreed terms of reference including reporting back to the main board with recommendations
- carry out any tasks delegated by the board of trustees (eg negotiations with the employer).